

Student Service Learning (SSL) in MCPS



A word cloud of terms related to service and community. The words are arranged in a roughly triangular shape, with 'HELPING' and 'VOLUNTEER' being the largest and most central. Other prominent words include 'COMMUNITY', 'DONATIONS', 'MISSION', 'SERVICES', 'CHARITY', 'GIVING', 'ASSISTANCE', 'RESPECT', 'TOGETHERNESS', 'TEAMWORK', 'PERSON', 'HOPE', 'SUPPORT', 'RESCUE', 'CONTRIBUTION', 'ALTRUISTIC', 'LIFE', 'ADULT', 'MORAL', 'CARE', 'AID', 'GENEROUS', 'AWARENESS', and 'TIME'. The words are in various colors including green, orange, purple, and brown.

GENEROUS
GIVING
AWARENESS
SERVICES
HELPING
CHARITY
ALTRUISTIC
LIFE
COMMUNITY
CONTRIBUTION
ADULT
ASSISTED
RESCUE
SUPPORT
HOPE
MORAL
CARE
AID
RESPECT
TOGETHERNESS
TEAMWORK
PERSON
VOLUNTEER
MISSION
TIME
DONATIONS

Activator –
Draw and/or write what comes to mind.



**Middle School
Student**



**High School
Student**

Developmental Characteristics

Middle
School

Physically active

Shorter attention span

Peer driven

**Easily motivated with
explicit directions**

High
School

**Active with additional
abstract thinking skills**

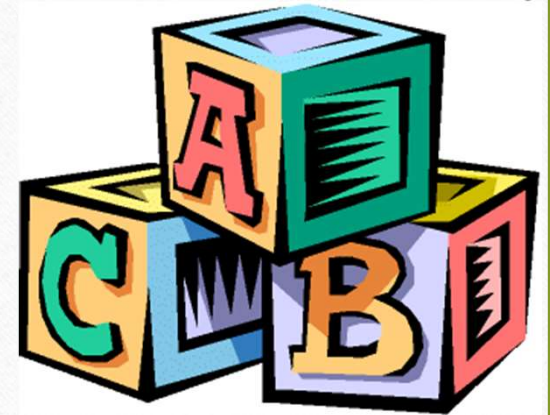
Longer attention span

Personal philosophy

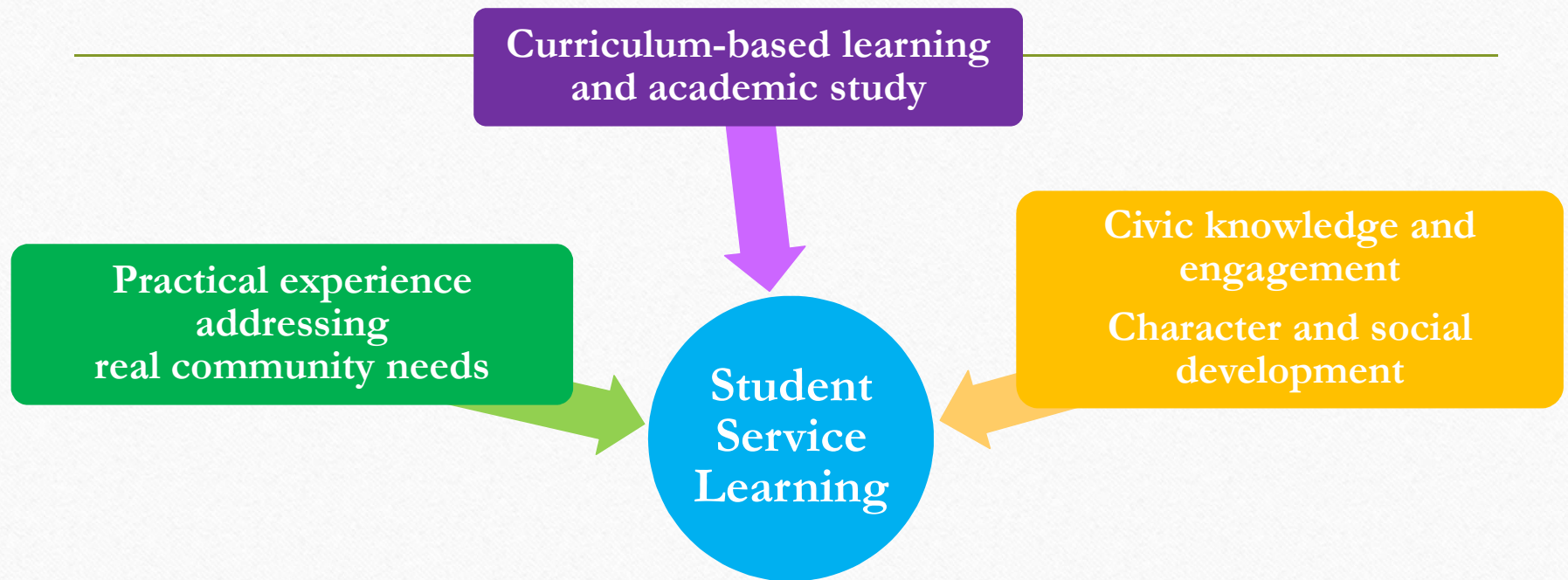
**Independence and
responsibility**

*Adapted from The Training Toolbox: A Guide to Service-Learning Training -- Maryland State Department of Education

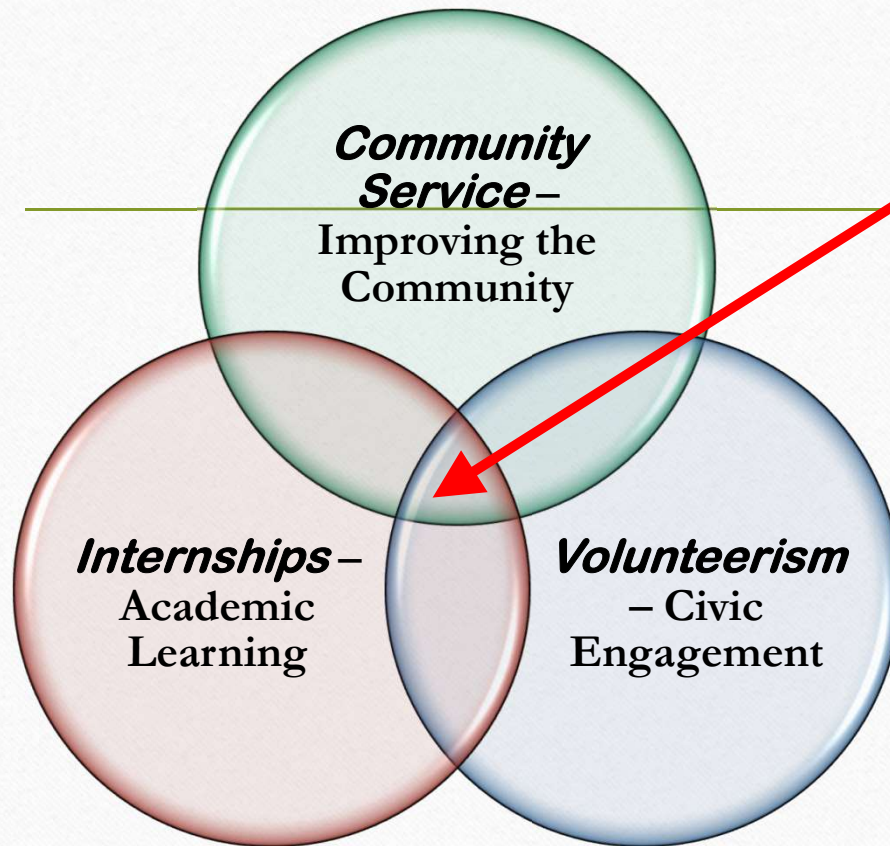
The ABCs of Student Service Learning



What is Student Service Learning (SSL)?



What Sets Student Service Learning Apart?



Student Service Learning is an instructional strategy that combines **meaningful service to the community** with **curriculum-based learning**, providing students with opportunities to apply what they learn in school to the real world as **active, engaged citizens**.

Student Requirements for SSL



- ✓ SSL is a **state graduation requirement**
- ✓ MCPS students must complete **75 SSL hours** for graduation
- ✓ MCPS students may begin to work on this graduation requirement the **summer after completing grade 5**
- ✓ Students continue to accrue hours throughout **middle and high school**



How Can Students Earn SSL Hours?

Specific Academic Courses

- Grade 6 Science (10 hours)
- Grade 7 English (10 hours)
- Grade 8 Social Studies (10 hours)
- High School Social Studies Course – National, State, and Local (NSL) (15 hours)
- High School Electives (5+ hours)

Non-Profit Agencies

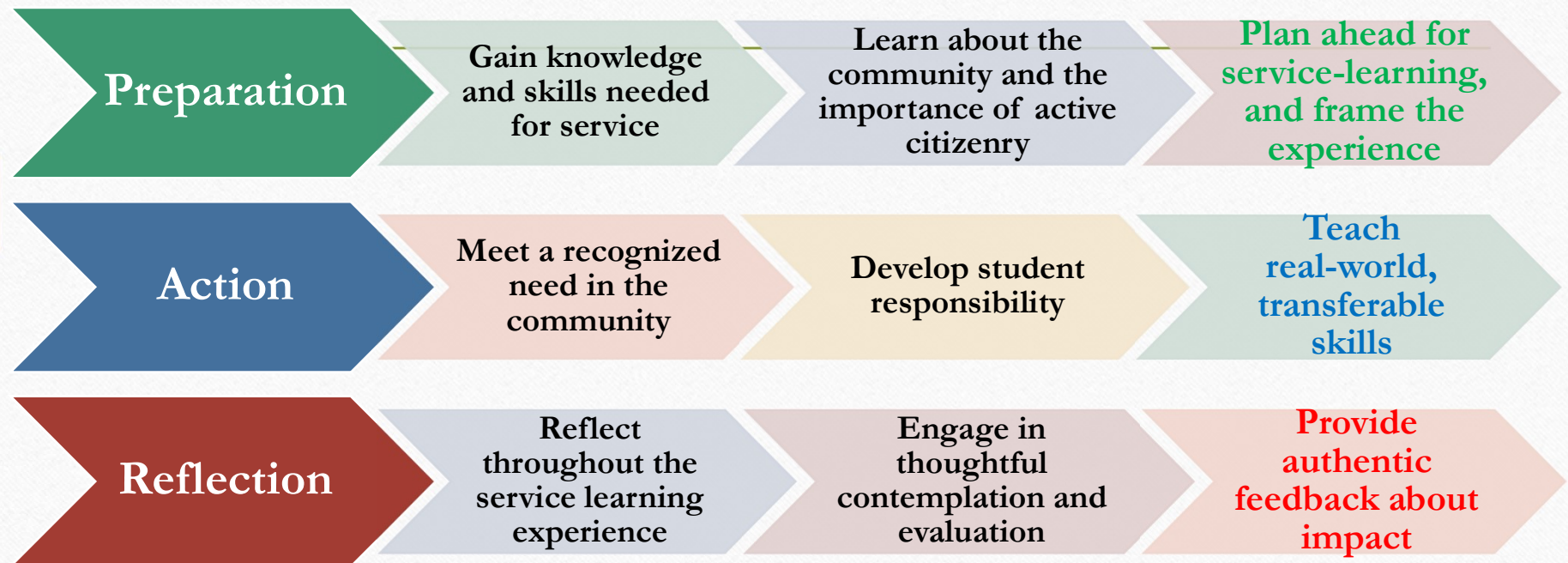
- Approved SSL opportunities with **MCPS SSL Organizations** through the Montgomery County Volunteer Center (MCVC) website
- Complete **MCPS Form 560-50** for approval to serve with a non-profit agency that is not an MCPS SSL Organization

The Role of Community Organizations



- All SSL must be completed under the supervision of **non-profit, tax-exempt community organizations**
- **For-profit nursing homes and assisted living facilities** are the only exceptions to the non-profit rule. All SSL activities must **directly support the patients/residents** of these facilities.

Facilitating High-Quality Student Service Learning



Considerations for SSL Opportunities



Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

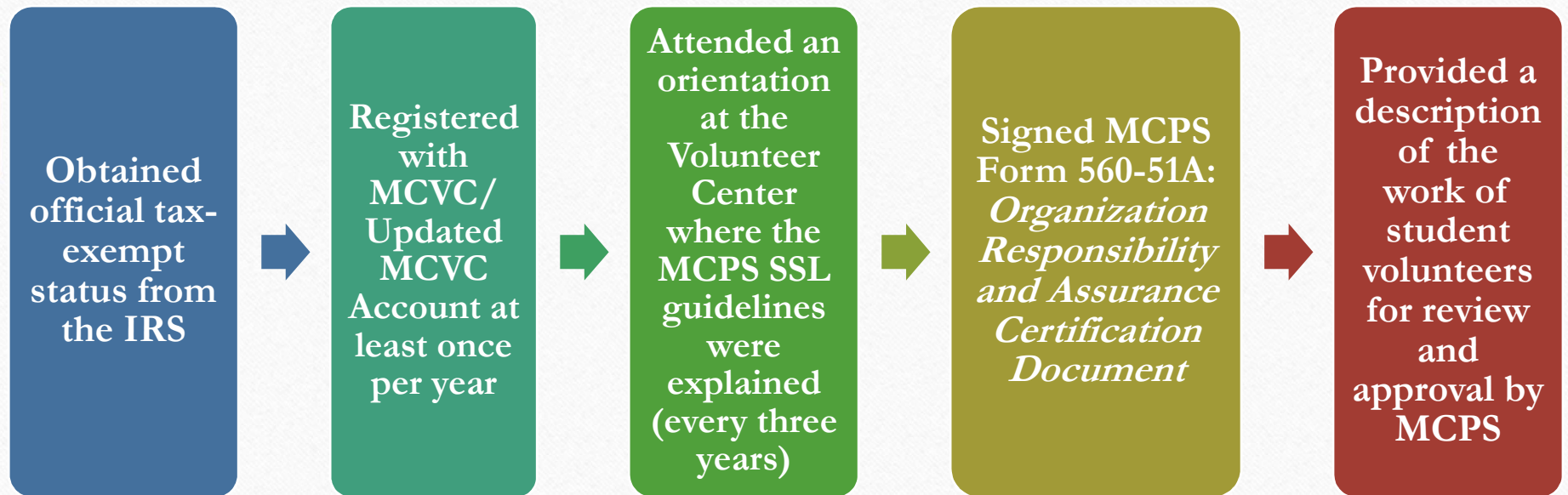
MCPS SSL Organizations

The Volunteer Center website links to all of the Organizations that meet MCPS guidelines

Organizations and opportunities that meet MCPS guidelines are identified with an **MCPS SSL graduation cap icon**.



Organizations identified as MCPS SSL have done the following:



Business Relationships

SSL opportunities may not

be used to
increase the
revenue for a
private, for-profit
business

replace a paid
staff worker of
the participating
organization

compensate students with
money, goods, or services,
such that the service
learning opportunity is
performed in expectation of
both the SSL credit and
compensation

Service with Religious Organizations

Approved for SSL	Not approved for SSL
Address a recognized need in the greater community	Prepare for or participate in a religious service
Serve the wider public beyond organization membership	Membership mailings, congregation websites, or any activity that does not include the general public
Provide secular curriculum and programming	Tutor or classroom assistance in a congregationally-based program
Provide childcare for meetings that meet the above requirements	Provide childcare for a religious service



Organization Responsibility and Assurance Certification Document

Organization Responsibility and Assurance Certification Document

[illegible]

MCPS SSL Organizations agree to:

1. Provide activities that are **secular** in nature
2. Advise students of the **need** that will be addressed, overall **expectations**, and **safety** information
3. Cover the SSL phases of **preparation, action, and reflection**
4. Supervise all activities in **public spaces**, not at private residences or with a parent or relative
5. **Prohibit door-to-door** neighborhood canvassing opportunities or telephone solicitation

MCPS SSL Organizations agree to:

6. Evaluate student performance at **regular intervals** and share results with the student
7. **Maintain log** and verify service on MCPS Form 560-51: *Student Service Learning Activity Verification*
8. Award 1 SSL hour for every hour of service, **no longer than 8 hours in a 24-hour period**
9. Comply with all federal, state and local **laws that forbid discrimination** based on race, creed, sex, age, disability or natural origin
10. **Prohibit** verbal abuse, threats, physical violence, or sexual harassment directed at others

For Organizations that are MCPS SSL:

No site visits or
background check by
MCPS or MCVC
personnel

Parents and guardians
may contact
individual
organizations to verify
safety and
background check
information

Parents and guardians
are responsible for
determining if an
organization's
opportunity is
appropriate and safe
for their child(ren)

Make special note of the liability line that states that you are responsible for maintaining general liability insurance that covers MCPS student volunteers.

[illegible]

MCPS Form 560-51: *Student Service Learning Activity Verification*

Please
complete
Section II
in full.

SECTION II. NONPROFIT, TAX EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred.

Organization _____ Federal Employer Identification # _____ Phone _____
Address _____ E-mail _____

Describe Activity (performed) _____

Service Record

Date From	Date To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor Name (print) _____ Title _____

Supervisor Signature _____ Date ____/____/____

Note: You may choose to pre-fill some of these boxes if you are hosting a large event with many volunteers.

Student Service Learning Activity Verification
Office of Student and Family Support and Engagement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850
MCPS Form 560-51
August 2018

STUDENT INSTRUCTIONS: Complete Sections I and II of this form legibly in blue or black ink. The nonprofit tax exempt organization completes Section II. Documentation of all service is due to the school-based SSL coordinator according to specific timelines. In order to be reflected on the student's report card each semester, students must submit MCPS Form 560-51, *Student Service Learning Activity Verification Form*, to the school SSL coordinator by the following recommended dates:

Service completed during the summer—**Recommended by Last Friday in September**
Service completed during the summer, 1st semester, and 2nd semester to be recognized for the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle schools)—**Recommended by First Friday in April**
Service completed during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**

ALL SSL Form for service completed any time during the current school year, including the summer before the current school year, are REQUIRED to be submitted to the school SSL coordinator no later than the first Friday in June.

SECTION I. STUDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax exempt organization.

Student's Name _____ MCP ID _____ Grade _____
School: Cloose Cloe First Period Teacher: _____
E-mail _____
Parent/Guardian Name _____ Phone Home or Cell _____ Other _____

SECTION II. NONPROFIT, TAX EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases of preparation and action have occurred.

Organization _____ Federal Employer Identification # _____ Phone _____
Address _____ E-mail _____

Describe Activity (performed) _____

Service Record

Date From	Date To	# Days of Service	# Hours Per Day (8 in a 24 hour period maximum)	Total # Hours Completed (award 1 SSL hour for every hour of service)

Supervisor Name (print) _____ Title _____
Supervisor Signature _____ Date ____/____/____

COORDINATOR USE ONLY
Notification form submitted to coordinator Date ____/____/____
Hours earned previously ____ + Hours for this activity ____ = Total hours including activity ____ Date ____/____/____

activity. Review the Maryland Seven Best Practices of Service Learning and respond to the following questions in a written paragraph below:

a class at school? (for example, English, Mathematics, Science, Social Studies, Arts, or returned to the student if not complete.

MCPS Form 560-51: *Student Service Learning Activity Verification*

- What did you do?
- What need did your service address?
- Who benefitted from your service?
- What did you learn about yourself?
- How was this experience connected to something you learned in a class at school?

Note: You do not need to review or evaluate a student's written reflection on this form.

Please build in opportunities for students to reflect.

Student Service Learning Activity Verification

Office of Student and Family Support and Engagement
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 560-51
August 2018

CTIONS: Complete Sections I and II of this form legibly in blue or black ink. The nonprofit tax exempt organization completes Section I of service is due to the school-based SSL coordinator according to specific timelines. In order to be reflected on the student's report, students must submit MCPS Form 560-51, *Student Service Learning Activity Verification Form*, to the school SSL coordinator by the indicated dates.

For completion during the summer—**Recommended by Last Friday in September**
For completion during the summer and 1st semester—**Recommended by First Friday in January**
For completion during the summer, 1st semester, and 2nd semester to be recognized on the Certificate of Meritorious Service (high school seniors) or the Superintendent's SSL Award (middle school)—**Recommended by First Friday in April**
For completion during the summer, 1st semester, and 2nd semester—**REQUIRED by First Friday in June**
Service completed any time during the current school year, including the summer before the current school year are **REQUIRED** by the school SSL coordinator no later than the **first Friday in June**.

UDENT INFORMATION—To be completed by the student prior to review from the nonprofit tax exempt organization.

MCPS ID	Grade
First Period Teacher	
Name	Phone-Home or Cell
	Other

NONPROFIT TAX EXEMPT ORGANIZATION INFORMATION—To be completed by the supervisor after the phases and action have occurred.

Organization	Federal Employer Identification #	Phone		
Address	E-mail			
Describe Activity (performed)				
Service Record				
Date From	Date To	# Days of Service	# Hours Per Day (in a 24 hour period maximum)	Total # Hours Completed (sum of # SSL hour for every hour of service)
Supervisor Name (print)		Title		
Supervisor Signature		Date / /		

SECTION II: STUDENT REFLECTION. Think about your SSL activity. Review the Maryland Seven Best Practices of Service Learning www.montgomeryschoolsmd.org/departments/ssl/pages/bestpractices.aspx and respond to the following questions in a written paragraph.

- What did you do?
- What need did your service address?
- Were benefited from your service?
- What did you learn about yourself?
- How was this experience connected to something you learned in a class at school? (for example, English, Mathematics, Science, Social Studies, Arts, Physical Education, Health, foreign language, etc.)

Note: This reflection will be reviewed by the MCPS SSL coordinator and returned to the student if not complete.

Parent/Guardian Name (print)	
Signature	Date / /
MCPS SSL COORDINATOR USE ONLY	
<input type="checkbox"/> Check if automatic hours are attached to this activity as a result of course instruction. Verification form submitted to coordinator Date / / Hours earned previously _____ + Hours for this activity _____ = Total hours including activity _____ Date / /	



Next Steps

- ✓ Sign the **MCPS Form 560-51A: *Organization Responsibility and Assurance Certification Document*** and return to Donna Kleffman **before you leave today or as soon as possible**
- ✓ Ensure **“What We Do”** on organization page generally describes activities for student volunteers
- ✓ Post **Opportunities** with specific details when recruiting volunteers
- ✓ Communicate any questions or concerns to **Donna Kleffman** at
240-740-4691 OR **SSL@mcpsmd.org**

MCPS SSL Status on MCVC Website



MCPS SSL Icon



MCPS SSL

Organizations on the MCVC Website

- Must include a **general description** of possible activities for **student volunteers** in the “**What We Do**” section

Opportunities on the MCVC Website

- Must include a **specific description** of tasks assigned to volunteers in the “**Description**” section

Sample “What We Do” on Organization page

“There are many student volunteer opportunities at the fire station. We host an annual Open House, Santa Runs, various parades...”

Who We Are

Glen Echo Fire Department is part of Montgomery County, Maryland's fire service. It's located in west Bethesda, near Friendship Heights. Glen Echo is a combination career/volunteer station that runs an ambulance, an engine, a paramedic chase car, and an ATV. There are five career personnel at the station at all times, and volunteer shifts of up to seven people bump up the staffing on evenings, weekends, holidays, summer break, etc.

Glen Echo Fire Department's primary response area consists of zip code 20816 and portions of 20817 and 20815, though its units are frequently dispatched further afield.

What We Do

Glen Echo runs roughly 2,400 calls a year. Our most common dispatch is “injured person from a fall,” but we run everything from car crashes to heart attacks to overdoses to cardiac arrests.

In addition, Glen Echo participates in a number of community outreach activities, such as event stand-bys, CPR classes, and birthday parties.

There are many student volunteer opportunities at the fire station. We host an annual Open House, Santa Runs, various parades in the communities we serve, as well as CPR instruction, attendance at community events, signing up new volunteers, Spring Cleaning, and community outreach programs.



MCPS SSL

Sample “What We Do” on Organization page

“...helping to groom, feed, and clean up after them. Note that kennel work can be completed by student volunteers...”

Who We Are

Hero Dogs, Inc., a Maryland 501(c)(3) non-profit corporation, improves quality of life for our nation's heroes by raising, training, and placing service dogs and other highly skilled canines, free of charge with lifetime support of the partnerships.

Hero Dogs staff and volunteers train dogs to assist Veterans and first responders with physical limitations and/or mobility issues, hearing loss, mental health disorders, or combinations of these. A Hero Dog reduces their partner's reliance on other people by doing tasks that the partner cannot do alone. A dedicated service dog can give their partner the confidence and support to travel outside the home independently, (re)join the workforce, and accomplish the everyday tasks of living.

What We Do

Hero Dogs staff and volunteers train dogs to assist Veterans and first responders with physical limitations and/or mobility issues, hearing loss, mental health disorders, or combinations of these. Volunteers help:

- * raise and sit puppies from when they are about 2 months old until they are 16 - 18 months old,
- * take care of the dogs in advanced training at the Hero Dogs kennel by exercising them and helping to groom, feed, and clean up after them. Note that kennel work can be completed by student volunteers,
- * help at events and with fund raising and occasional work days.



MCPS SSL

Sample “What We Do” on Religious Organization page

Who We Are

Epworth United Methodist Church is a multi-cultural congregation offering multiple varied worship opportunities each week in both English and Spanish. Outreach and community service are important parts of the church's character, with service opportunities each month for adults, youth, and children. To that end, Epworth provides community service opportunities for Epworth youth and their friends to enable Epworth's teens to enjoy Christian fellowship and to serve God by addressing community needs. Epworth's goal is to allow youth to learn about needs in the community while actively addressing those needs and having fun in the process.

What We Do

Outreach and community service are important parts of Epworth's character, with service opportunities each month for adults, youth, and children. Student volunteers assist in Epworth's partnership with Manna Food Center to provide weekly "Smart Sacks" to a local elementary school, and with Gaithersburg HELP by collecting non-perishable food and raising money to help hungry families in our community.



MCPS SSL

**“Student
volunteers assist
in providing
weekly ‘Smart
Sacks’ to a local
elementary school
and...collecting
non-perishable
food and raising
money to help
hungry families in
our community.”**

Sample
“Description” on
Opportunities page

Possible details
to add:

- Hours/shifts
- Specific tasks
- Lunch options
- Proper attire

Anacostia Adopt-a-Block Cleanup



Sep 7, 2019



10:00 am - 12:00 pm

Description

Registration is required!! [Register to volunteer by clicking HERE](#)

Note: This event is weather dependent.

Date: Saturday, September 7, 2019

Time: 10:00 am - 12:00 pm

Meeting Location: We will meet outside Journey Anacostia, an art museum, located at: 1201 Good Hope Rd SE, Washington, DC 20020 ([Map](#))

Description: Volunteers will help AWS with a trash cleanup at our Historical Anacostia Adopt-a- Block site! By participating in this event, volunteers will help us to cleanup the community and prevent trash from going into the Anacostia River.

Physical Requirements: This event will likely involve lifting, bending, and walking. Participants will be expected to wear closed-toed shoes for the duration of the event. If you think any of the physical requirements will be problematic, please let us know.

Sample
“Description” on
Opportunities page

Paint a clear
picture of the
activity for
students.

Peer Buddies Needed for Sports Program for Children with Special Needs at Judith A. Resnik Elementary in Gaithersburg

Description

Open Door Sports provides after-school sports programs to children with special needs and is looking for middle and high school aged peer buddies to volunteer their time to work with a player and help them find success on the field while enjoying the benefits of sports. The program is run by two coaches and the role of their peer buddy is to assist the players, allowing them to get the most out of their time playing. The program at **Judith A. Resnik Elementary in Gaithersburg runs from 3:30 - 4:30pm every Thursday afternoon for a 7 week period beginning on September 12.** The session ends on October 24. We prefer for peer buddies to commit to the entire 7 week session but are open to having them come for alternative schedules.

Shifts

RESPOND TO MULTIPLE

BEGINS

DURATION

OPEN SPOTS

RESPOND

Requesting SSL Approval for an Opportunity

The screenshot shows a web application interface for requesting SSL approval for an opportunity. The interface is divided into a sidebar menu on the left and a main form area on the right.

Sidebar Menu:

- EVENTS
- HOURS
- OPPORTUNITIES** (highlighted with a red checkmark icon)
- QUALIFICATIONS
- RESPONSES
- GROU
- USER
- USER
- QUALIFICATIONS
- RESPONSES
- GROUPS
- USER GROUPS
- USERS
- COMMUNICATION

Main Form Area:

Minimum Age ?

Maximum Age ?

Tags

Clusters ?

Additional Notification Recipient(s) ?

Cluster Selection Dropdown:

- Select Cluster
- Select Cluster
- Request SSL Approval** (highlighted in blue)
- Good for Corporate/Business & other GROUPS
- Good for Court Ordered Service
- Good for Short-Term Commitment
- Good for Skilled/Professional Volunteers

Unity Through Community

Please feel free to leave any commendations, recommendations, and/or suggestions for this orientation on the back of your Activator sheet.

